**Policy for Rent of School Premises**

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| Close-up image showing the leaf-sides of two oversized books side-by-side on a bookshelf, with additional books in soft focus background |
| **Policy and Agreement for Rent of School Premises**  **Gaelscoil na Mí** |
| |  |  |  | | --- | --- | --- | |  |  |  | |

**INTRODUCTION**

This policy has been formulated as the result of the demand for the use of school premises by various local groups.

**RATIONALE**

This policy has been compiled to provide guidance to groups wishing to use school premises for meetings or extra-curricular activities. It also forms the basis of the below agreement between the Board of Management and external groups.

**RELATIONSHIP TO SCHOOL ETHOS**

Gaelscoil na Mí aims to provide a child-centred, safe and secure place of learning for all our pupils in which they can reach their potential. We also seek to foster and develop a culture of diversity, inclusion and community. Priority will be given to applications for use of school premises from groups providing Irish-cultural activities, supporting the school ethos.

**AIMS and OBJECTIVES**

This policy seeks to:

* clarify requirements for any groups seeking to hire/use the school premises
* specify responsibilities of those using school premises
* provide a basis for any agreements undertaken by the school with third parties

**BOARD OF MANAGEMENT CHECKLIST**

The Board will use the following table to guide its decision making in relation to applications received for rent of school premises.

|  |  |  |
| --- | --- | --- |
|  | **Name of group:** | Black Check Mark clip art ❤ liked on Polyvore | Clip art, Art, Marks**Insert or x** |
|  | Was a written application made to the BOM? |  |
|  | Has the use/hire agreement been signed by both parties? |  |
|  | Has evidence of insurance been provided to the BOM? |  |
|  | Has a Child Protection Statement been provided to the BOM? |  |
|  | Has proof of Garda vetting been provided to BOM? |  |

**RATIFICATION and COMMUNICATION**

This policy was ratified by the Board of Management on the below date. It will be made available to anybody who expresses an interest in hiring or using the school premises.

**REVIEW**

This policy will be reviewed and/or revised as needed.

**Signed:**

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*Cathaoirleach Príomhoide*

**Agreement for Rent of School Premises**

**between XXXXXXX (person or group) and Gaelscoil na Mí**

External groups using the school premises is dependent on compliance with the following directions and on the approval of the Board of Management:

1. The nature of the activities for which the school is hired must be in line with the general educational aims and/or ethos of the school.
2. The standard and quality of organisation, care of children, discipline and instruction (where it applies) must be in keeping with the professional standards of the school.
3. Responsibility rests with the group/individual who is hiring the school for communicating about:
   1. Starting/finishing dates and times
   2. Cancellations, re-scheduling etc
   3. A phone number should be provided to all those registered for the service
4. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
   * + Ensuring that the school’s no smoking, no alcohol and no pets status is upheld
     + Reporting and repairing any damages to property or facilities
     + Turning off lights on leaving the premises
     + Returning equipment and furniture to its proper place
     + Re-arranging furniture, where necessary
     + Any necessary cleaning
     + Making contact with the school caretaker, if needed
5. The agreed school hire charges are paid into the school bank account, on a monthly basis no later than the last day of the month. The hourly rate is €X per hour and €X for part thereof. There is an added charge of €X to be applied to the rent to allow for the school to be opened and closed on each day of use.
6. The school reserves the right to use the hall/room at any time for its own purposes, should the need arise. The school also reserves the right to discontinue the use of the hall/room at any time for any specific reason.
7. This agreement pertains to the renting of the school hall and the bathrooms accessed via the school hall. No other part of the school is to be used or visited by those renting the hall or those in attendance at those activities.
8. The Board of Management will periodically review the rent of the school premises.
9. The individual or group organising have their own insurance policy which is in date and that the policy has Public Liability Insurance of not less than €2.6m. A copy of the insurance policy is to be provided to the school.
10. A Tax Clearance Certificate is to be provided to the Board.

***Where proposed activities involve children (school students or otherwise):***

* A child protection policy must be provided.
* A copy of all instructors/teachers Garda eVetting disclosure must be provided to the school prior to the service commencing. An Foras Pátrúnachta ([www.foras.ie](http://www.foras.ie)) will facilitate this eVetting service. Please note that disclosures from other organisations cannot be accepted unless there is a legal agreement between AFP and that organisation.
* Instructor(s) are responsible for supervision of children on behalf of the group. This includes supervision before and after the session.

**Agreement between XXXXXX (group or individual) and Gaelscoil na Mí**

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I have read this policy and accept all these conditions. I accept the fee and payment arrangements as laid out above.

We wish to hire the school premises from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ (times) every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (days).

**Name of group/individual:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of group:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cathaoirleach:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_